

## Satisfactory Academic Progress (SAP) Appeal Application

Meeting financial aid Satisfactory Academic Progress (SAP) is a requirement for financial aid eligibility. Failure to meet the minimum standards of [Coppin's SAP Policy](#) has resulted in suspension of your eligibility for financial aid. If you did not meet the SAP requirements due to mitigating circumstances that prevented you from successfully completing your coursework, you may appeal your financial aid suspension by submitting this appeal application and all supporting documents.

Your completed appeal must include all of the following items:

- SAP Appeal Application** (this form)
- Typed Appeal Letter** (personal statement) that describes the mitigating circumstances that caused you not to meet SAP requirements and what has changed that will allow you to meet the requirements in the future
- Documentation** to support the mitigating circumstance(s) described in your statement
- SAP Academic Progress Action Plan** outlining the coursework, academic services, and success strategies you will use to ensure academic success, signed by your Academic Outreach Advisor

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ ID \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

MAJOR \_\_\_\_\_ FACULTY ADVISOR \_\_\_\_\_

EARNED CREDITS \_\_\_\_\_ CUMULATIVE GPA \_\_\_\_\_


For which academic term are you appealing your financial aid suspension?

FALL 20\_\_\_\_  SPRING 20\_\_\_\_  SUMMER 20\_\_\_\_

### Submission Instructions

After you have met with your Academic Outreach Coordinator, this application and all supporting documents must be submitted via your [EagleLINKS](#) Student Financial Planning (SFP) portal. Appeal documents may be submitted as PDF, JPG, or PNG files.

On the submission screen, click **CHOOSE A FILE** to select your first file to upload.

 **CHOOSE A FILE**

Only PDF, JPEG, GIF and PNG files with max size of 50MB.

To add additional documents to your submission, such as your personal statement and supporting documentation, click **ADD ADDITIONAL PAGES**.

**ADD ADDITIONAL PAGES**

### Review Process

You will be notified via your [EagleLINKS](#) Student Financial Planning (SFP) portal if your appeal submission is complete and has been forwarded to the Financial Aid SAP Committee for review. The committee typically makes its appeal decisions and notifies students within 10-14 business days of receipt of all required documentation in the Office of Financial Aid. The appeal processing can take longer during peak times between semesters. Each appeal is considered on an individual basis; however, an appeal cannot be approved if it is based on circumstances that were used in a prior appeal. Please note that submitting a SAP appeal does not guarantee approval; there are three outcomes of an appeal of suspension:

- Removal of the suspension if it has been incorrectly imposed
- Granting approval for one semester on a probationary status
- Denial of the appeal

### Deadlines

There are SAP appeal submission deadlines for each semester. If appeals are not submitted in their entirety by the semester deadline, the appeal may not be reviewed until the following semester.

#### Appeal Deadlines are as follows:

- **Summer: July 1**
- **Fall: October 15**
- **Spring: March 15**

### Student Certification

By signing this form, I certify that:

- I have read this form and the [CSU Satisfactory Academic Progress \(SAP\) policy](#), and that all the information provided to the Committee is accurate and complete.
- I agree to provide additional documentation of information given in this application if asked to do so by the Office of Financial Aid.
- I am aware that any incorrect or withheld information (incomplete submissions) can result in the denial of my appeal and the full enforcement of the suspension.
- I understand that submission of a SAP appeal does not guarantee reinstatement of financial aid eligibility.
- I understand that I am responsible for making necessary payment arrangements for any charges I owe to the University regardless of the outcome of my appeal.
- If I choose not to attend CSU, I understand that it is my responsibility to officially withdraw from my registered classes by established deadlines.
- I understand that if I purposely give false or misleading information and/or fraudulently sign this form or any supporting documentation, I may be fined, sentenced to jail, or both.
- Lastly, I agree that if my appeal is approved, I will be required to meet the SAP standards by the end of subsequent semester(s). By signing below, I certify that all information reported is true, accurate and complete to the best of my knowledge.

**Please upload your complete SAP appeal package in your [EagleLINKS](#) Student Financial Planning (SFP) portal.**

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_